

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice AS-2054

For: State Offices

State Executive Directors (SED's) and State Committee (STC) Members National Conference

Approved by: Acting Administrator

Verle E. Lanier

1 Overview

A

Background

The SED's and STC Members National Conference has been scheduled in Washington, DC for 3 nights only, beginning March 10 with departure on March 13, 2003.

B

Purpose

This notice provides participants with the necessary hotel and travel conference information.

2 Conference Information

A

Location and Date

The conference will be held from March 10 through March 13, 2003, at the Fairmont Hotel (formerly The Monarch) located at 2401 M Street, NW, Washington, DC 20037.

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Disposal Date

April 1, 2003

2-6-03

Distribution

State Offices

2 Conference Information (Continued)

B

Travel Authorization

Travel for State Office participants, excluding spouse or guest, shall be charged to Washington-controlled travel.

Travel is authorized for expenses not to exceed \$200 per day for attendance at this conference, as follows:

- lodging at \$150 per day plus tax
- meals and incidental expense (M&IE) at \$50 per day
 - Breakfast: \$10
 - Lunch: \$12
 - Dinner: \$26
 - Incidental: \$ 2

Note: There will be a working lunch with guest speaker on Wednesday, March 12. M&IE shall be reduced by \$12 for Wednesday.

- from Monday, March 10 through Thursday, March 13, 2003, **only** for participants

Notes: If there is a need to arrive earlier or extend your stay, your guests are to make their own arrangements with the hotel.

Spouses or guests will be responsible for paying their own expenses, **not** at the expense of the Federal Government.

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2 Conference Information (Continued)

B Travel Authorization (Continued)

Participants:

- shall make airline reservations as soon as possible for arrival in Washington, DC on Monday, March 10, 2003; Reagan National Airport is the closest airport to the hotel

Note: Flights may not be available for Reagan National Airport depending on participant's locality. Dulles International Airport (IAD) and Baltimore-Washington International Airport (BWI) may be used.

- may take the Super Shuttle to the hotel from BWI and IAD, shuttle rates range from \$22 to \$28 each way per person; or from Reagan National Airport, shuttle rate is approximately \$8 each way per person
- may take a taxi; fares from airport to hotel are approximately:
 - BWI, \$60 one way per person
 - IAD, \$45 one way per person
 - Reagan National Airport, \$14 one way per person
- shall **not** schedule return flights before 1 p.m. on Thursday, March 13, 2003, if using Reagan National Airport.

Rental cars are not authorized.

C Conference Schedule

There will be a General Session followed by concurrent break out training sessions. All sessions and activities will have an in-house or guest speaker. The following key topics are as follows:

- FSA Mission and Structure
 - State Committee Roles and Responsibilities
 - Ethics
 - Personnel and Program Appeals
 - Farm Programs and Farm Loan Updates
 - Diversity, EEO, and Civil Rights.
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2 Conference Information (Continued)

C Conference Schedule (Continued)

The table below lists the schedule of events.

Activity	Date	Time
Registration	Monday, March 10	4 p.m. - 8 p.m.
Registration	Tuesday, March 11	7 a.m. - 8:30 a.m.
General Session With Concurrent Regional/Area Break-out Sessions	Tuesday, March 11	8:30 a.m. - 5 p.m.
Reception (Cash Bar Only)	To Be Determined	To Be Determined
Scheduled Meetings	Wednesday March 12	8:30 a.m.–12 Noon
Luncheon With Guest Speaker	Wednesday March 12	12 Noon - 1 p.m.
Schedule Meetings	Wednesday March 12	1 p.m. - 5 p.m.
General Session	Thursday March 13	8:30 a.m. - 12 Noon

Note: These meetings and activities are subject to change. Refer to the hotel's Electronic Schedule of Events Bulletin Board and current program agenda that will be available at Registration desk.

3 Action

A State Office Action

Each State Office participant shall take the following actions.

Make hotel reservations immediately upon receipt of this notice by calling the Fairmont Hotel Reservations Department at 202-429-2400 or toll free reservation number at 877-222-2266. Participants are to identify themselves as being with the **SED/STC National Conference**. The cut-off date to receive the Government lodging rate is February 17, 2003.

All hotel reservations will be held until 6 p.m., on arrival night, unless guaranteed by credit card.

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3 Action (Continued)

A

**State Office
Action
(Continued)**

Check-in time is 4 p.m. and check-out time is 1 p.m.

Persons with disabilities who require accommodations to attend or participate in this training conference should notify DAFO at 202-690-2807, with any questions about special needs.

Notify the airlines and the hotel of any special accommodations that are necessary.

B

**National Office
Contact**

For more information about the conference, contact Terry Martz, MSD, Resource Coordination Staff at 202-720-3135 for questions or issues concerning the hotel and lodging reservations.
